



**UNITED STATES PROBATION OFFICE
SOUTHERN DISTRICT OF MISSISSIPPI
Vacancy Announcement 22-2 (Jackson)**

Position:	Administrative Support I
Location:	Jackson, MS
Closing Date:	Open Until Filled - applications received by 02/28/2022 will receive priority
Salary:	Starting: CPS CL 23 (Step 1-24) \$35,788 - \$44,367, depending on qualifications and experience
Type of Appointment:	Full-Time Temporary (<i>Not to exceed one year and one day from appointment</i>)
Application Procedure:	Applicants should submit a Federal Judicial Branch Application for Employment Form AO78 in its entirety (including "Optional Background Information"), which can be found at https://www.mssp.uscourts.gov , cover letter, and resume by email (PDF format) to: usprobationjobs@gmail.com with Announcement 22-2 in subject line.

Job Summary: Administrative Supports perform administrative duties such as filing, copying, distributing mail, inputting data, answering phones, typing, formatting, assembling reports, and greeting visitors or clients.

Representative Duties: The following are intended to provide generalized examples of major duties and responsibilities of this position.

- Perform receptionist duties by greeting visitors or clients in person and on the telephone, answering routine questions, and directing visitors or callers to the appropriate person or department.
- Prepare reports, form letters, notices, and other correspondence using templates and forms. Assist with preparing correspondence and documents, including typing, keyboarding,

- formatting, and generating documents from templates, notes, and dictation. Maintain correspondence control records.
- Perform data entry functions. Generate standard reports from databases and computerized systems. Track statistics and data.
 - Receive, prioritize, and route all incoming materials from within the court to appropriate individuals in the office. Receive, screen, and route incoming and outgoing mail to appropriate persons or offices; process mail requiring special handling; and provide outside messenger service.
 - Maintain, update, and track paper and electronic files; make copies and deliver documents to staff. Assist records and reproduction staff with scanning, copying, filing, stamping, and locating files and documents.
 - Schedule appointments, arrange meetings, and maintain staff calendars.

Required Education/Experience: Minimum requirements are high school graduate, two years general experience (one academic year equals one-year general experience), and knowledge and experience with Windows and Microsoft Word. Direct experience with law enforcement agency or education in criminal justice is preferred.

Conditions of Employment: Applicants must be citizens of the United States of America or be eligible to work in the United States. A background investigation with law enforcement agencies, including fingerprint and criminal records checks will be conducted. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of salary.

Benefits: The U. S. Probation Office falls within the Judicial Branch of the U. S. Government. Judiciary employees serve under “Excepted Appointment” and are considered “At-Will” employees. Benefits include participation in the Federal Employees’ Retirement System which contributes to the Social Security Retirement Program, Federal Employees’ Health Benefits, Federal Employees’ Group Life Insurance, Thrift Savings Plan (similar to a 401 K plan with employer matching contributions), paid holidays and annual/sick leave accrual.

Application Information: Applicants must submit (1) A Federal Judicial Branch Application for Employment Form AO 78 in its entirety (including “Optional Background Information), which can be found at <https://www.mssp.uscourts.gov>, (2) a resume and (3) a cover letter which addresses qualifications, skills, and experience necessary to perform the duties. The documents may be sent via e-mail to usprobationjobs@gmail.com with **Announcement 22-2** in subject line. E-mailed documents must be in PDF format. The position is open until filled, applications received by 02/28/2022 will receive priority.

Due to the volume of applications received, only applicants who are interviewed will receive a written response regarding their application status.

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EMPLOYER~**